



King County

Information Technology Project Manager I (Business Project Manager)

Department of Adult and Juvenile Detention

Annual Salary Range: \$69,575 - \$88,190

Job Announcement: 06RF6119

OPEN: 6/5/06 CLOSE: Open Until Filled

WHO MAY APPLY: This Term Limited Temporary (TLT) position is open to all qualified applicants, to include King County Career Service employees, at-will employees and the general public. The anticipated duration of this position is approximately 6 – 12 months. This position is subject to all related term limited temporary provisions.

WHERE TO APPLY: Required forms and materials must be submitted to the King County Department of Adult & Juvenile Detention (DAJD), Human Resources Office. Materials may be either:

- Mailed to: KC DAJD Human Resources, 500 Fifth Avenue (M/S: KCF-AD-0600), Seattle, Washington 98104;
- Hand Delivered to: KC DAJD Human Resources, King County Courthouse, 516 Third Avenue, Room E-245, Seattle, Washington; or,
- E-Mailed to: Recruitment.DAJD@Metrokc.gov

Applications not received at the location specified may not be processed. Further inquiries may be directed to DAJD Human Resources at 206-296-4114.

FORMS AND MATERIALS REQUIRED: A [King County *application form and applicant data sheet](#), resume, and a letter of interest detailing how you meet or exceed the job qualifications; plus, the completed DAJD Background Investigation Screening Form accompanying this announcement. Questions regarding the application process may be directed to Ramona Flores, Human Resources Analyst, at 206-296-4116. *The King County application form and applicant data sheet can be accessed online via the King County website: <http://www.metrokc.gov/jobs/>

WORK LOCATION & SCHEDULE: DAJD Administration Offices, King County Courthouse, 516 Third Avenue, Room E-245, Seattle, WA 98104. The workweek is normally Monday through Friday, 8:00am – 5:00pm but hours will vary depending on activities. Some weekend and evening hours may be required. This Term Limited temporary position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible.

PRIMARY JOB DUTIES:

- Perform analysis of complex business functions, lead the development of detailed business requirements, functional designs, and develop user test & implementation plans using standard systems development life cycle methodologies.
- Develop project plan and work with Business Owner and technical focal to assign tasks.
- Develop business expertise to enable review of project tasks.
- Prepare weekly status reports for multiple levels and audiences and maintain project issues/risk list.
- Monitor and report expenditures vs. project budget, maintain and report project schedule.
- Manage projects in accordance with the central County governance process in conjunction with DAJD and ITS
- Monitor progress of tasks; refer to Steering Committee and business owner for review and action.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/jobs/> Website Address 711 TTY

- Acquire King County Criminal Justice business knowledge
- Review functional and system designs for conformance to requirements and usability.
- Test and validate new or changed information systems applications.
- Work closely with DAJD business units and King County Information and Telecommunications Services (ITS).
- Prepare and report status of the project and address issues to the KC Governance Project Review Board.

QUALIFICATIONS:

- Bachelor's degree in business, computer science or related field. Five years business analysis experience may be substituted for a degree
- Demonstrated experience developing and documenting business requirements and system designs
- Experience creating and executing user acceptance test plans and scripts
- Experience creating business specifications/functional design documents for Web-based systems
- Successful track record of leading complex projects
- Demonstrated understanding and application a Systems Development Life Cycle
- The ability to work individually or in a team environment
- Strong written and oral communication skills, including the ability to communicate with multiple levels within the organization
- Solid track record of completing projects within tight budget and schedule constraints

DESIRABLE QUALIFICATIONS:

- Previous criminal justice experience
- Project management and applications design and development experience in a client server or Web environment

UNION MEMBERSHIP: Positions in this classification are represented by Local 17, Professional and Technical Unit.

SELECTION PROCESS: The selection process will consist of an evaluation of the materials listed under "**Forms and Materials Required**". Those applicants judged most competitive based on a screening of application materials received may be requested to complete additional testing and/or will be scheduled for an interview. **This position will remain open until filled, with an initial application screening tentatively scheduled to be conducted 06/19/06.**

NECESSARY SPECIAL REQUIREMENTS: Selected candidates must pass a thorough background investigation process which includes polygraph, criminal history check, fingerprinting, and references.

Candidates must submit all required forms and documents listed above in "Forms and Materials Required". Unless otherwise specified, a resume alone will not substitute for the required forms. Initial screening will be based on a review of these materials. Only individuals who pass the initial screening will proceed in the selection process. Use or involvement with any illegal drugs and/or criminal convictions in an adult criminal court within the time limits indicated on the DAJD Background Investigation Screening Form will prohibit further consideration. If you have failed the department's background investigation process within the past two years, your application will not be considered at this time.

KC DEPARTMENT OF ADULT & JUVENILE DETENTION
Background Investigation Screening Form

**Applicant
Name:** _____

(Please Print)

**Dat
e:** _____

**Position for
which
You are
applying:** _____

**Announceme
nt #** _____

All candidates for employment with the King County Department of Adult and Juvenile Detention (DAJD) must undergo a background investigation process. A preliminary screening of all candidates will be based on a review of the completed **Background Investigation (BI) Screening Form**. Please complete this form thoroughly, applicant signature and date is required at the end of this document (Applicant Certification). This document is required to ensure consideration. Applicants may be rejected for criminal behavior, illegal drug use, or failure to meet department standards in the areas listed in the "Background Investigation Screening" questionnaire.

Finalists for DAJD positions will be required to undergo a more extensive background process which includes a polygraph examination, investigation for criminal activity, traffic records, conviction records, employment and education history, character and reputation in the community, etc. Selected positions may also require psychological testing and evaluation, and a pre-employment general medical physical – please see position announcement for specific requirements.

- | | | |
|--|-------------------------------------|------------------------------------|
| ▪ Have you applied for a job with the King County Department of Adult & Juvenile Detention within the last two years? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Have you undergone the department's background investigation process within the last two years? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Are you willing to undergo a background investigation process as described above? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Are you willing to undergo a polygraph examination? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Are you willing to undergo psychological testing and evaluation if required? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Are you willing to undergo a pre-employment medical examination if required? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

WORK SCHEDULE/SHIFT AVAILABILITY: Our facilities operate 24 hours per day, 7 days per week. Many of our positions are shift work jobs which include evenings, weekends, and holidays? Please note job announcement for further details (Work Schedule).

- | | | |
|---|-------------------------------------|------------------------------------|
| ▪ If required for the position you are seeking, are you willing to work any shift? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|-------------------------------------|------------------------------------|

- Please indicate below any shift/scheduling restrictions you may have:**

WORK LOCATION/FACILITY AVAILABILITY: Some positions may require work at either of the department's facilities or locations, including: Seattle Adult Division (King County Correctional Facility); Kent Adult Division (Regional Justice Center); King County Courthouse (Seattle); Yesler Building (Seattle); or, the Juvenile Detention Facility (Seattle). Please note job announcement for further details (Work Location).

▪ If required for the position you are seeking, are you willing to work at any of the above locations? ☐ Yes ☐ No

▪ Please indicate below any facility/location restrictions you may have:

Background Investigation Screening: Response to the following items will be screened to determine if you meet the preliminary background requirements for employment with DAJD. Please answer the following questions carefully. All answers will be verified in the course of the required background investigation process. Use or involvement with any illegal drugs and/or criminal convictions in an adult criminal court within the time limits listed on this questionnaire will prohibit further consideration.

Dishonest answers or omitted facts in any part of the application process will be grounds for rejecting your application. A positive response (yes) to the BI Screening Form will not necessarily exclude you from employment. However, if you are later found to have provided dishonest responses to this questionnaire, you may be ineligible for employment. If in doubt, please provide a written explanation in the space provided at the end of this form.

1. **Have you been convicted of a felony in an adult criminal court in the last ten years?** (Note: you must indicate "yes" if you were **EVER** convicted even if the charges were later dismissed, expunged, deferred, etc.) ☐ Yes ☐ No

2. **Have you been convicted of a misdemeanor offense in the last three years?** ☐ Yes ☐ No

3. **Have you had your drivers license revoked, or have you been convicted of a DUI, reckless driving, or hit and run in the last three years?** ☐ Yes ☐ No

4. **Have you bought, sold, offered to sell, possessed, or transported marijuana within the last five years?** (This includes unknowingly transferring or possessing.) ☐ Yes ☐ No

5. **Have you used marijuana in the last three years?** (This includes using even once or experimenting.) ☐ Yes ☐ No

For purposes of the following two questions (6 and 7), illegal drugs/narcotics/controlled substances will include the following: Cocaine, opiates, hallucinogenic drugs, PCP, mushrooms, LSD, meth, heroin, amphetamines, methamphetamine, barbiturates, ecstasy, opium, or oxycontin.

6. Have you bought, sold, offered to sell, possessed, manufactured, delivered, possessed with intent to manufacture or deliver a controlled substance, or transported any other controlled substance or other illegal drugs/narcotics as described above within the last seven years? (This includes unknowingly transferring or possessing.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Have you illegally used any other controlled substance or other illegal drugs/ narcotics (listed in question 6 above) within the last seven years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Have you ever used illegal drugs/narcotics or non-prescribed prescription drugs while employed or after being employed by a criminal justice agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Have you ever been terminated or resigned in lieu of termination from another criminal justice agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Have you ever been convicted of domestic violence or related offenses involving physical violence? (This includes having a court order or violating a court order that restrains such person from harassing, stalking, or threatening a domestic partner of such person or child of such domestic partner or person, or engaging in other conduct that would place a domestic partner in reasonable fear of bodily injury to the partner or child.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. Have you ever had any intimate contact with inmate(s), former inmate(s), or detained individuals while employed with a criminal justice agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12. Have you ever been disciplined for sexual, racial or other harassment or discrimination or left employment prior to the outcome of an investigation related to alleged harassment or discrimination by you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please attach additional sheets to explain, expand or qualify your response(s) to any of the Background Investigation Screening Form questions.

APPLICANT CERTIFICATION:

I certify that the information provided in this document is truthful and accurate and understand that this information will be verified in the course of the required background investigation process. I understand that proceeding to the background investigation process does not constitute an express or implied employment contract.

Signature: _____

Date: _____